



VT DEVELOPMENTAL DISABILITIES COUNCIL

The Mission of VTDDC is to help build connections and supports that bring people with developmental disabilities and their families into the heart of Vermont communities.

REQUEST FOR PROPOSALS (RFP) INFORMATION, REFERRAL & ASSISTANCE PROJECT

A. Introduction to VTDDC:

The Vermont Developmental Disabilities Council is a state-wide board created under the federal Developmental Disabilities Assistance and Bill of Rights Act [DDAct]. 14 of 23 members are people with disabilities or family members who are appointed by the Governor; other members are representatives from state and nonprofit agencies.

VTDDC uses the federal definition of developmental disability:

A disability that begins before age 22 that substantially affects three or more activities of daily life such as self-care, communication, movement, learning, self-direction, independent living, and employment.

VTDDC receives federal funding to support advocacy and improve services and supports for people with developmental disabilities. With these federal dollars, VTDDC funds activities to increase the availability of individual and family-centered supports and to promote independence, self-determination and community inclusion. VTDDC also advocates for and works to increase public awareness of issues affecting people with developmental disabilities and their families.

B. Purpose & Scope of Services:

Over the past ten years every survey and study of Vermonters with developmental disabilities and their families has identified a pressing need for impartial and unbiased information about resources, especially developmental services and supports, and assistance to navigate through them. 2-1-1 provides general information. Vermont needs a specialized information and referral source that is widely known by adults with developmental disabilities and their families as the go-to place to get the information they need.

The purpose of the Information, Referral & Assistance Project is to build capacity within Vermont to provide specialized impartial information, referral and assistance services to adults with developmental disabilities and family members.

VTDDC seeks proposals that demonstrate the capacity to:

- Provide a comprehensive service that meets the information, referral and assistance needs of adults with developmental disabilities and family members, to include
 - Welcoming call-in number
 - Easy to navigate website
 - Up to date resource bank of relevant topics

- User friendly how to information and other handouts on key topics and most frequent requests.
- Provide assistance with navigating systems from a consumer perspective, based on knowledge and expertise about requirements and rights, including assistance with applications.
- Market the service widely including outreach to key referral sources
- Train first-line responders to be able to provide accurate, unbiased information on developmental services and supports.
- Maintain database that tracks requests and report out trends.
- Collaborate with key stakeholders and other information, resource and referral initiatives, including 2-1-1 and the Aging & Disability Resource Center Connection [ADRC]
- Survey and report out on satisfaction with services

C. Funding: Up to \$40,000 per year; renewable for up to two additional years conditioned on satisfactory performance; submission of extension materials; and continued availability of funds.

D. Project Time-Frame: October 1, 2012 to September 30, 2013 for the initial Work Plan, with extension as described above.

E. Requirements for Submission:

The proposal must be completed using the *VTDDC Application Form* and follow the *Application Instructions*.

The signed original application and 5 copies must be **received** no later than **noon** on July 6, 2012. An electronic version of the application also needs to be sent to vtddc@state.vt.us by that deadline.

To arrange delivery, call: 802-828-1310 or 888-317-2006 or **email** vtddc@state.vt.us

Please note that **mail service** for our temporary location in Berlin is routed through Waterbury. There will not be anyone there to receive it, and it will take extra time to reach us. The mailing address is:

VT Developmental Disabilities Council
103 South Main Street
One North, Suite 117
Waterbury, VT 05671-0206

F. Applications and Questions:

People or organizations interested in submitting proposals may obtain application instructions and forms at www.ddc.vermont.gov; by e-mailing vtddc@state.vt.us or calling (802) 828-1310 or toll-free (888) 317-2006.

The application form uses a fill-in format. If you need an alternate format please call as soon as possible.

There will be an **informational meeting** about RFPs and the application process on Tuesday **June 12** from **10:00 a.m. to 12 p.m.** in Berlin at the Central VT Chamber of Commerce, 33 Stewart Road, at the corner of Berlin Street and Paine Turnpike.

The deadline for submitting questions is **12:00 noon on June 21, 2012.**

Applicants may submit questions by e-mail to karen.schwartz@state.vt.us or by fax to (802) 828-1321.

G. Liability:

VTDDC will not be held responsible for any costs of any proposing organization or individual(s) for work done in the preparation and production of a proposal to this RFP or for any work performed prior to the formal signing of a contract. VTDDC reserves the right to reject any or all proposals received in response to this RFP, use any and all ideas submitted in the proposal(s) selected, adopt all or any part of a bidder's proposal, and amend the RFP requirements after release.

H. Notice of Award and Public Announcement:

VTDDC will notify the selected proposing organization or individual(s) in writing, and reserves the right to publicly announce its plan to award the contract.

I. Specific Award Requirements:

Requirements are outlined in the *Application Instructions and Information on Award Requirements*, including:

- Assure certain provisions required by both federal and state law, including non-discrimination and accessibility.
- Provide nonfederal matching funds equal to 25% of total Project costs. Matching funds may be in cash or in-kind.
- Submit quarterly program and financial reports per the formats required by VTDDC.
- Make presentations at VTDDC meetings on request.
- Participate in consumer satisfaction surveys.
- Credit VTDDC in media and project publicity.
- Provide draft copies of publications, videotapes or other products for VTDDC approval. VTDDC will also retain royalty-free, non-exclusive and irrevocable rights of use.

J. Evaluation Criteria:

VTDDC will review and evaluate the proposal as outlined in the *Application Instructions*, including:

- Capacity of applicant to carry out project, including demonstrated knowledge and experience working with individuals with disabilities and their families.
- Consistency with VTDDC's Mission; State Plan Goals and Objectives, and values in the federal DDAct.
- Overall responsiveness to the Request for Proposal
- Need for the project
- Project innovation
- Involvement of and benefit to people with developmental disabilities
- Diversity of target population
- Coordination and collaboration with other organizations
- Measurable products and/or outcomes, and evaluation plan
- Project impact, including potential for systems change
- Cost-effective budget, with expenses related to project activities.
- Plan for continuation at end of VTDDC funding

Thank you.